



# Job Opportunity

## State Controller's Office

**Position:** Staff Information Systems Analyst (Specialist) | **Statewide**

**Location:** Division of Audits  
300 Capitol Mall, Suite 418, Sacramento, CA 95814

**Issue Date:** September 11, 2007

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Laura Nicholls, 916-323-1598

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/ Surplus candidates are encouraged to apply.

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-640-1312-XXX

*Please call (916)323-3055 to request reasonable accommodations*

**Scope of the Position:**

Under general supervision of a Staff Services Manager II, of the Management Analysis and Technical Support Bureau, the incumbent is responsible for the Division's Management Information Systems. The incumbent acts as a project leader on the most complex electronic information processing studies or systems, works on complex electronic information processing systems problems, and serves as the advanced technical specialist performing complex analytical studies and activities. Specific duties include, but will not be limited to the following complex electronic information processing systems, projects, and/or teleprocessing networks/systems.

**Duties and Responsibilities:**

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Develop and coordinate the Division's LAN operations including LAN expansion, implementation of system upgrades, troubleshooting, and hardware and software support of LAN equipment. Provide routine maintenance of user accounts, group lists, and LAN training of division staff. Provide first line of LAN technical support to division staff.
- Provide technical expertise and resource allocation to the Micro Computer Support (MCSUP) staff on service requests, including hardware and software support and configuration, equipment setup, and emergency request from field auditors for technical assistance. Provide technical support for laptop computers, communication software, and internet access.
- Provide technical expertise for memos and letters from division management to ISD concerning technical issues. Test, evaluate, and provide input into the technical direction of departmental purchasing and determine the impact of the new systems in Audits. Oversee the implementation of new systems.
- Serve as division contact with ISD to ensure that Audits is informed of all technology issues potentially impacting the division, hardware, software, operating system issues, and special projects. Attend monthly Office Automation Information Meetings (OAIM) where departmental policy, purchasing,



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software, and other PC-related matters are discussed. Take action on issues as required.

- Develop allocation and replacement policies for computer-related equipment. Coordinate with ISD and Audits bureau chiefs in the distribution of new and existing equipment to accommodate changes in staffing levels and division organization.
- Provide assistance to division staff in making Cal-Card purchases. Perform monthly reconciliation and related reports of the division's Cal-Card purchases.

***Applications will be screened and only the most qualified will be interviewed***

### **How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

#### **State Controller's Office**

Division of Audits

300 Capitol Mall, Suite 418

Sacramento, CA 95814

Attn: Laura Nicholls